



Course: Facebook Timeline

Number of lessons: 13

Description: A chronological history of your activity on Facebook

Lesson #1: What is the Facebook Timeline?

Lesson overview

Understand the purpose and functionality of the Timeline.

- The Timeline is a chronological visual representation of the stories of your life, starting with the most recent and ending with your date of birth.
- Stories include contributed content, received wall posts, recent activity, and any other action made on Facebook.
- You can use the mini-timeline in the upper right to jump to stories in previous years.

Glossary terms in this lesson

Facebook: The world's largest social networking platform; it is used to communicate and share content with users' friends and family around the world.

Memory: A computer's capacity for storing data and programs internally.

Profile: A centralized presence on a Web application or website.

Lesson #2: Choose a Timeline Cover Image and Profile Picture

Lesson overview

Personalize your timeline profile with pictures.

- The profile picture is the image that will always be attached to your posts and comments.
- The cover image appears as a banner at the top of your Timeline, welcoming users.

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- You can limit the visibility of your profile picture, while your cover image will always be publicly viewable.

Glossary terms in this lesson

Comment: A remark on, or response to, a piece of content online.

Facebook: The world's largest social networking platform; it is used to communicate and share content with users' friends and family around the world.

Profile: A centralized presence on a Web application or website.

Webcam: A video capturing device connected, or directly built in, to a computer device.

Lesson #3: Update Basic Information on Timeline

Lesson overview

Share personal and professional details of your life.

- Add personal and professional information to your account by clicking on the "About" link, or on the box that contains your birthday.
- Share as much, or as little, information as you are comfortable with.
- Use the "audience selector" dropdowns to customize the privacy settings for each individual item.

Glossary terms in this lesson

Facebook: The world's largest social networking platform; it is used to communicate and share content with users' friends and family around the world.

Profile: A centralized presence on a Web application or website.

Settings: A user's specified parameters for a browser,

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social network, or other application; browser settings include homepage and security, whereas account settings on web applications or social networks include email notifications, various aesthetic options and privacy options.

Lesson #4: View Stories on Timeline

Lesson overview

Navigate the Timeline to see your life in stories.

- Each story is marked with the day it was posted and the name of the poster.
- The links at the bottom of each story allow you to endorse it with a "Like," leave a comment, or share the story with others.
- Timeline will collapse some stories every month into dots; click on the dots to expand all of the stories for that month.

Glossary terms in this lesson

Comment: A remark on, or response to, a piece of content online.

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Lesson #5: Edit or Remove Stories

Lesson overview

Manipulate the stories posted to your Timeline.

- You can hide stories from your Timeline.
- Hidden stories will still appear in your Activity Log, which is visible only to you.
- Use the "star" icon to feature it on your Timeline; Featured Stories will always appear in your Timeline and will never be condensed.

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Glossary terms in this lesson

Comment: A remark on, or response to, a piece of content online.

Spam: Also known as junk or unsolicited email, spam constitutes emails sent in bulk with nearly identical messages in an effort to get the reader to take action.

Lesson #6: Add New Stories to Your Timeline

Lesson overview

Post all sorts of content to your timeline.

- Move the cursor over your Timeline and click the plus symbol to add a story to any date in the past.
- You can add status updates, photos and locations, or use the announcement icons to mark important events in your life.
- The "audience selector" dropdown allows you to limit the visibility of individual stories.

Glossary terms in this lesson

Facebook: The world's largest social networking platform; it is used to communicate and share content with users' friends and family around the world.

Tag: 1. A label attached to someone or something for the purpose of identification or to give other information;
2. a term used for a non-hierarchical classification system for content (noun);
3. to link to a friend or group in status updates, pictures, videos or Wall posts (verb).

Lesson #7: View Timeline Activity Log

Lesson overview

Keep track of all the content ever added to your Timeline.

- The Activity Log is a complete history of your actions

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on Facebook and the content others have posted to your profile.

- The dropdown buttons to the right control whether each of these items is hidden from the timeline, shown in the timeline, or highlighted as a feature story in the timeline.
- For your own status updates you have the option to limit the audience with viewing permissions, while comments just give you the option to remove the comment.

Glossary terms in this lesson

Comment: A remark on, or response to, a piece of content online.

Facebook: The world's largest social networking platform; it is used to communicate and share content with users' friends and family around the world.

Filter: 1. The process of reducing the size of a set of data by removing unwanted pieces of information based on certain qualities or characteristics (verb);
2. a tool of many Web applications that automatically removes or categorizes data based on a set of rules and attributes (noun).

Profile: A centralized presence on a Web application or website.

Lesson #8: Customize Favorites and Apps

Lesson overview

Understand how your content is sorted into favorites.

- The default Favorites you start with are photos, likes, notes and subscriptions.
- By hovering the cursor over a box and clicking the pencil tool, you can swap this box's position with another, or remove it from your favorites entirely.
- Click the plus button in an empty box to add one of your available apps.

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Glossary terms in this lesson

App: Application; a program or piece of software designed to complete a specific task on a specific platform.

Facebook: The world's largest social networking platform; it is used to communicate and share content with users' friends and family around the world.

Lesson #9: View and Add Friends on Timeline

Lesson overview

Manage your friends list and add to it.

- The search will predict who you are searching for as you type.
- The button next to the search bar lets you search for friends by other details such as city, school, hometown, etc.
- To de-friend someone, you must navigate to their profile.

Glossary terms in this lesson

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Filter: 1. The process of reducing the size of a set of data by removing unwanted pieces of information based on certain qualities or characteristics (verb);
2. a tool of many Web applications that automatically removes or categorizes data based on a set of rules and attributes (noun).

Profile: A centralized presence on a Web application or website.

Lesson #10: View and Add Photos and

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Videos on Timeline

Lesson overview

Add to your gallery of media.

- To view all photos and videos that you've been tagged in, head to your profile and click the Photos box.
- Cycle through the pictures using the arrows at the right and left; comment or endorse the photos below.
- The "Add Videos" button gives you the option of uploading a video from your computer or hard drive, following directions to send an email upload, or recording a video using a Web cam.

Glossary terms in this lesson

Comment: A remark on, or response to, a piece of content online.

Download: 1. A file transferred from one computer or server to another via a network or the Internet (noun); 2. to transfer files between computers (verb).

Facebook: The world's largest social networking platform; it is used to communicate and share content with users' friends and family around the world.

Hard drive: A computer's internal storage device that holds everything from the user's data and documents to the computer's own operating system and programs.

Profile: A centralized presence on a Web application or website.

Tag: 1. A label attached to someone or something for the purpose of identification or to give other information; 2. a term used for a non-hierarchical classification system for content (noun); 3. to link to a friend or group in status updates, pictures, videos or Wall posts (verb).

Webcam: A video capturing device connected, or directly built in, to a computer device.

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Lesson #11: Update the Map

Lesson overview

See your stories distributed on a map.

- The Timeline organizes all of your content in chronological order, but you can also view your posts based on what geographic location they were posted in.
- Markers are distributed across the map; each marker represents an area in which at least one post was tagged to that location.
- By hovering the cursor over the plus sign in the white bar at the top, you can create a post without ever leaving the map.

Glossary terms in this lesson

Comment: A remark on, or response to, a piece of content online.

Filter: 1. The process of reducing the size of a set of data by removing unwanted pieces of information based on certain qualities or characteristics (verb);
2. a tool of many Web applications that automatically removes or categorizes data based on a set of rules and attributes (noun).

Lesson #12: Add Likes and Interests

Lesson overview

Learn how to add or delete interests from your profile.

- When you like a page or activity on Facebook, it automatically gets sent to your interests on your profile.
- Click and drag any interests to rearrange the order; the top five interests in the boxes will be displayed on your profile.
- You can add more interests by clicking above the dotted line, typing in the interest (such as musical artist, novel, or TV Show) and clicking Save Changes.

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Lesson #13: Manage Your Subscriptions

Lesson overview

Filter your News Feed, get updates from interesting people and broadcast your own updates to a wider audience.

- The Subscribe feature allows you to filter the updates in your News Feed, receive updates from people you are not friends with, and broadcast your own updates to a wider audience.
- You are automatically subscribed to all your friends, and possibly some of your former friends.
- You can target each your posts to all your subscribers, or limit them to just friends or even subsets of friends.

Glossary terms in this lesson

Comment: A remark on, or response to, a piece of content online.

Facebook: The world's largest social networking platform; it is used to communicate and share content with users' friends and family around the world.

Filter: 1. The process of reducing the size of a set of data by removing unwanted pieces of information based on certain qualities or characteristics (verb);
2. a tool of many Web applications that automatically removes or categorizes data based on a set of rules and attributes (noun).

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Settings: A user's specified parameters for a browser, social network, or other application; browser settings include homepage and security, whereas account settings on web applications or social networks include email notifications, various aesthetic options and privacy options.

Subscribe: A function, typically found on blogs and email lists, that allows users to receive content without navigating to the site itself.

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